

## **JOB OPPORTUNITY**

October 10 to October 23, 2006

Posting Dates

### **MASSACHUSETTS TRIAL COURT**

Job Description and Qualifications  
for

#### **Administrative Deputy Assistant Register**

All applications must be received by : The Close of Business on October 23, 2006

#### **POSITION SUMMARY:**

Under supervision of the Register of Probate, oversees the administrative business of the Probate Registry including budget, personnel, information storage and retrieval systems and records, including orders and contracts, and attends and assists at meetings and workshops related to the work of the Probate and Family Court Registry and the means of access to the Registry in the various neighborhoods, and among the diverse racial, ethnic and cultural communities. Clerical and administrative duties of an unusually complex nature are required.

#### **MAJOR DUTIES:**

Provide complete administrative support to the Register of Probate, including:

1. Makes recommendations to the Register in developing and maintaining registry budget and personnel records.
2. Participate in writing, compiling, and other preparation of materials, and processing proposals, contracts, invoices, etc. related to operations of the Registry.
3. Assists the Register in selecting, ordering and maintaining inventory of registry-owned or leased equipment, supplies and materials.
4. Assists in scheduling and training of Registry personnel.
5. Assists in preparation of documentation, statistics, reports and the like required by or for use of the Trial Court Administrative offices, the Justices and the Register, including the monitoring and reporting of expenditures of grants within the Registry.
6. Conduct correspondence and answer inquires relating to the administrative aspects of the Registry from Trial Court staff, justices, public and private agencies and associations, litigants, attorneys and other interested citizens.
7. Conducts job and promotional interviews, evaluate applicants, etc.
8. Act as representative of the Register of Probate in the conduct of all business related to the Personnel and Procedures Practices of the Trial court and any and all contracts affecting employees of the Registry entered into by the Trial court pursuant to Chapter 150E of the General Laws.
9. Provide general administrative support to the Register.

#### **SUPERVISION RECEIVED:**

Moderate daily supervision. Report directly to the Register of Probate

**SUPERVISION EXERCISED:**

Supervises first line supervisor as well as other staff within the Registry Office.

**POSITION REQUIREMENTS:**

1. Excellent written and verbal skills.
2. Demonstrated ability to keep records and statistics, prepare reports, maintain correspondence, and communicate effectively with employees, vendors and the public.
3. Demonstrated ability to supervise employees, develop schedules, work systems and participate in human and labor relations activities.
4. Experience in preparing and processing orders, invoices, proposals, contracts, personnel and attendance records in a governmental agency or a private firm doing business with and submitting documentation to government agencies, or in another private positions using similarly complex encumbrance, expenditure and payroll forms and reports.
5. Ability to use common windows-based personal computer programs for word processing, spreadsheets, date collection, information storage and retrieval.
6. Knowledge, skills and abilities acquired through five (5) years of management/administrative experience or a Bachelor's Degree from an accredited college or university and two (2) years experience in an administrative office.
7. Willingness to work flexible schedule, partial days, evenings and weekends as the needs of the Register requires.
8. Ability to work independently to establish and implement work priorities and to work as a member of and administrative team.
9. Travel is required.

**SALARY:** \$92,034

Annual Salary of \$92,034 as from time to time set by statute.

**APPOINTMENT AND REMOVAL:**

Appointment is made by the Register with approval as required by statute. The Register may remove said Administrative Deputy Assistant Register as his pleasure.

Applicants must timely file Massachusetts Trial Court Applications. Resumes alone will not be accepted.

Completed applications should be forwarded to:      John R. Buonomo  
Register of Probate  
Middlesex Probate and Family Court  
208 Cambridge Street  
East Cambridge, Massachusetts 02141